

**TRAVEL INFORMATION & POLICY**

Subject:	Number:
Travel/Relocation Programs – Overtime Meal, Safety Footwear, and Lodging Rate Change for Represented Employees in Bargaining Units 1, 3, 4, 7, 11, 12, 13, 14, 15, 17, 20, 21	TIP 17-03
	Date Issued:
	May 17, 2017
References:	Expires:
Department of Human Resources (CalHR) Bargaining Contracts	Until Rescinded

Purpose: To inform the Department's employees of an adjustment to the reimbursement rates for overtime meals (Bargaining Units 7, 12, 13), safety footwear (Bargaining Unit 11), and lodging rate increases (Bargaining Units 1, 3, 4, 11, 12, 13, 14, 15, 17, 20, 21).

Overtime Meal Policy: Overtime Meal Allowance for Bargaining Unit 7 Effective July 1, 2016:

Effective July 1, 2016 an overtime meal allowance of eight dollars (\$8) may be provided only when an employee is required to work two (2) consecutive hours prior to or two (2) consecutive hours after the regular work shift.

Overtime Meal Allowance for Bargaining Unit 12 Effective February 1, 2017:

Effective February 1, 2017 an overtime meal allowance of eight dollars (\$8) may be provided only when an employee's regular workday has been extended by two (2) or more hours.

Overtime Meal Allowance for Bargaining Unit 13 Effective December 1, 2016:

Effective December 1, 2016 an overtime meal allowance of eight dollars (\$8) may be provided only when an employee's regular workday has been extended by two (2) or more hours.

Safety Footwear Policy: Safety Footwear Reimbursement for Bargaining Unit 11 Effective April 1, 2017:

Effective April 1, 2017 the state shall reimburse full-time employees in Bargaining Unit 11 for the actual cost of safety footwear, not to exceed one hundred dollars (\$100) once every twelve (12) months. Employees may elect to purchase and be reimbursed for safety footwear once every twelve (12) months for one hundred dollars (\$100) or once every twenty four (24) months for two hundred dollars (\$200).

**Short-Term
Lodging Rate
Policy:**

**Short-Term Lodging Rate Reimbursement Increases for Bargaining Units
1, 3, 4, 11, 14, 15, 17, 20, 21 Effective April 1, 2017 :**

Marin County: Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.

Alameda, San Mateo, and Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.

San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

**Short-Term Lodging Rate Reimbursement Increases for Bargaining Unit
12 Effective January 27, 2017 :**

Marin County: Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.

Alameda, San Mateo, and Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.

San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

**Short-Term Lodging Rate Reimbursement Increases for Bargaining Unit
13 Effective December 1, 2016 :**

Marin County: Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.

Alameda, San Mateo, and Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.

San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Cassie.Baba@dot.ca.gov. TTY users may also call (800) 735-2922.